

PPM 583

SERVICES TO FAMILY MEMBERS

CONTENTS:

GENERAL REQUIREMENTS

- 583.01 Purpose of Services to Family Members (pp.1-2)
- 583.02 Qualifying Individuals (p.2)

NATURE AND SCOPE OF SERVICES TO FAMILY MEMBERS

- 583.03 Specific Services to Family Members (pp.2-3)

CONDITIONS AND LIMITATIONS OF SERVICE PROVISION

- 583.04 Substantiality of Services (pp.3-4)
- 583.05 Informed Choice (p.4)
- 583.06 Plan Provisions (p.4)
- 583.07 Comparable Services and Benefits (p.5)
- 583.08 Financial Participation (p.5)
- 583.09 Prior Approval (p.5)
- 583.10 Supporting Service Limitations (p.6)
- 583.11 Duration and Termination of Services (pp.6-7)
- 583.12 Post-Employment Services Limitations (p.7)

RECORD OF SERVICES DOCUMENTATION REQUIREMENTS

- 583.13 Record Of Services Content Requirements (pp.7-8)
- 583.14 Information Technology System Compliance (p.8)

GENERAL REQUIREMENTS

583.01 PURPOSE OF SERVICES TO FAMILY MEMBERS

Vocational Rehabilitation Program services to family members are supporting services, the purpose of which is to provide specific services to one or more family members of an applicant or eligible program participant when such services are required for the applicant or eligible individual to participate in a program of vocational rehabilitation services or achieve a planned employment outcome.

[REQUIRED PRACTICE. While the family member(s) may benefit from the services received, the underlying purpose of services to family members is specifically to enable the applicant or eligible individual to participate in his or her vocational rehabilitation program and benefit fully from the vocational rehabilitation services received. Services to family members can be provided only within the context of planned services being provided to the applicant or program participant, when required to facilitate and support the participation of the applicant or program participant in the services that he or she is receiving when their provision can be expected to contribute substantially to the individual's vocational rehabilitation. A determination of whether or not a service provided to one or more family members is required and can be expected to contribute substantially to the vocational rehabilitation of the applicant or eligible individual must be predicated on an assessment of the specific vocational rehabilitation needs of the applicant or eligible individual; not on the general financial or other needs of the family unit. Required and substantially contributing services are those which are necessary for an applicant or eligible individual to participate in and derive benefit from vocational rehabilitation services when, without such services, the individual would otherwise be unable to begin services or continue his or her program participation to the extent that his or her employment outcome could not be achieved or would be significantly obstructed.]

583.02 QUALIFYING INDIVIDUALS

In order to qualify for services to family members, individuals receiving the services must be family members of:

- (1) an applicant for vocational rehabilitation services participating in trial work experiences or an extended evaluation; or
- (2) an eligible program participant receiving vocational rehabilitation services under a current Individualized Plan for Employment (IPE), including eligible individuals receiving post-employment services.

[REQUIRED PRACTICE. For purposes of this chapter, the term "family member" is as defined in PPM chapter 200, and includes any individual meeting that definition.]

NATURE AND SCOPE OF SERVICES TO FAMILY MEMBERS

583.03 SPECIFIC SERVICES TO FAMILY MEMBERS

As appropriate to the vocational rehabilitation needs of each individual and consistent with his or her informed choice and the requirements of this chapter, services to family members may include such services as:

- (1) group counseling of one or more family members together with the applicant or eligible individual for the purpose of instructing family member(s) with regard to meeting the medical, personal assistance, and other needs of the applicant or eligible individual;
- (2) information and referral services provided to enable family members to secure needed assistance from other federal, state, and local government programs and private providers, including, but not limited to, employment services from other components of the statewide workforce investment system, temporary shelter and housing, food stamps and other food assistance, and legal aid;
- (3) child care or elder care services, if the applicant or eligible individual is the primary care giver for a dependent child or a dependent parent or other adult family member and such services—
 - (A) are necessary for the applicant or eligible individual to pursue the vocational rehabilitation services identified as to be provided under the terms of a trial work experiences, extended evaluation, or rehabilitation plan (IPE), and
 - (B) are not otherwise available; and
- (4) marital or family counseling services, where family issues are demonstrated to be impeding the ability of the applicant or eligible individual to prepare for, obtain or regain, or maintain employment.

CONDITIONS AND LIMITATIONS OF SERVICE PROVISION

583.04 SUBSTANTIALITY OF SERVICES

Services provided to family members of an applicant or eligible program participant must be:

- (A) required in order for the applicant or eligible individual to prepare for, secure, or maintain the outcome described in the individual's trial work experiences plan, extended evaluation plan, or Individualized Plan for Employment (IPE); and

(B) in the case of eligible individuals receiving vocational rehabilitation services under an Individualized Plan for Employment (IPE), expected to contribute substantially to the individual's achievement of the planned employment outcome.

583.05 INFORMED CHOICE

Services to family members must be provided in accordance with the informed choice of the individual served, consistent with program policies described in this chapter.

[REQUIRED PRACTICE. The individual and his or her family members must be appropriately involved in all decisions regarding whether or not a service to a family member is required and can make a substantial contribution to the individual's rehabilitation program.]

583.06 PLAN PROVISIONS

(1) If the individual is receiving vocational rehabilitation services under a trial work experiences, extended evaluation, or rehabilitation plan (IPE), the applicable plan must specify all services to family members to be provided and the services must be furnished in accordance with the provisions of the applicable plan.

(2) No plan of services, including any trial work experiences or extended evaluation plan or any Individualized Plan for Employment (IPE), can be approved and implemented that identifies services to family members or services to family members and other supporting services as the only service or services to be provided.

(3) Once the requirements for closing an individual's record of services have been appropriately met and the primary services provided for under the individual's IPE have been completed, the record of services cannot be kept open or services continued solely for the purpose of providing continuing services to family members.

(4) No post-employment services plan can be approved solely to continue or initiate services to family members.

[REQUIRED PRACTICE. In developing the IPE of the individual, it is essential that both the individual and his or her family member(s) understand the rationale for the provision

of services to family members and the fact that the state Vocational Rehabilitation Program may suspend, reduce, or terminate altogether any services to family members at any time that they cease to meet the conditions established by program policy for their provision, as described in this chapter.]

583.07 COMPARABLE SERVICES AND BENEFITS

Services provided to family members of state Vocational Rehabilitation Program applicants and eligible program participants are subject to the same comparable services and benefits requirements as services that are provided to applicants and eligible individuals, and comparable services and benefits must be utilized to the maximum extent possible to provide or pay for needed services to family members, whether in whole or in part.

[REQUIRED PRACTICE. Prior to providing program assistance for services to family members, the Vocational Rehabilitation Counselor or another qualified professional employed by the state Vocational Rehabilitation Program must determine whether or not comparable services and benefits are available to provide or pay for the needed services in whole or in part. Vocational Rehabilitation Program assistance for such services is available only to the extent that comparable services and benefits are not available or are not appropriate to the vocational rehabilitation needs of the individual, or to the extent that the applicant or eligible individual is exempted from the comparable services and benefits requirements for reasons described in PPM chapter 600.]

583.08 FINANCIAL PARTICIPATION

The individual and, as applicable, the family of the individual may be required to participate financially in meeting the costs of services to family members, consistent with the requirements of PPM chapter 610.

583.09 PRIOR APPROVAL

Services provided to family members under the provisions of this chapter can be provided with Vocational Rehabilitation Program funds only with the full and prior knowledge, approval, and authorization of the assigned Vocational Rehabilitation Counselor or another qualified professional employed by the state Vocational Rehabilitation Program.

[REQUIRED PRACTICE. In accordance with the requirements of this section, the decisions regarding the need for and appropriateness of services to family members can be made only by the assigned Vocational Rehabilitation Counselor or another qualified professional employed by the state Vocational Rehabilitation Program.]

Services arranged for and obtained by an individual or the individual's family member without the full and prior knowledge, approval, and authorization of the Vocational Rehabilitation Counselor or another qualified professional employed by the state Vocational Rehabilitation Program cannot be paid for or reimbursed by the program.]

583.10 SUPPORTING SERVICE LIMITATIONS

Because of their limited role as supporting services only, services to family members cannot be provided at any time as stand-alone, single services or to support other supporting services, and no plan of services can be implemented in which services to family members or services to family members and other supporting services are the only services to be provided. Vocational Rehabilitation services to family members can be provided only when subordinately linked as a necessary support to one or more specifically identified primary (non-supporting) services also being provided.

[REQUIRED PRACTICE. With regard to the requirements of this section, see also section 583.06 of this chapter.]

583.11 DURATION AND TERMINATION OF SERVICES

Services to family members must be terminated:

- (1) when the primary (non-supporting) service supported is interrupted, completed, or otherwise terminated;
- (2) when the service to the family member(s) is no longer required as a necessary support for the primary (non-supporting) service to which it was subordinately linked;
- (3) when the services cease to make a substantial contribution to the eligible individual's vocational rehabilitation; or
- (4) when the eligible individual is determined to be successfully rehabilitated or the record of services is otherwise closed.

[REQUIRED PRACTICE. Due to the supporting nature of services to family members, the duration of all Vocational Rehabilitation Program services to family members is limited to the duration of the primary service or services they support and the continued need for the services as a necessary support for the primary service(s). Services to

family members must be discontinued whenever the primary service being supported is interrupted, suspended, completed, or otherwise terminated, or when the services to family members provided cease to be a necessary support specific to the primary service to which they are linked, and cannot be provided as an ongoing support. The record of services cannot be kept open solely to continue services to family members after services provided to the eligible individual have been completed or terminated.]

583.12 POST-EMPLOYMENT SERVICES LIMITATIONS

(1) Services can be provided to family members as post-employment services after the eligible individual has been determined to be rehabilitated only when such services:

(A) are necessary to help the eligible individual regain, maintain, or advance in employment;

(B) are provided as supporting services in conjunction with one or more primary post-employment services received by the eligible individual; and

(C) are provided in accordance with the requirements described in PPM chapter 490.

(2) Vocational Rehabilitation Program services to family members are subject to the same requirements and limitations when provided as post-employment services as otherwise apply at any other time.

[REQUIRED PRACTICE. Post-employment services cannot be furnished solely to provide services to family members or services to family members and other supporting services. If services to family members are provided in conjunction with other post-employment services, the need for the services to family members provided and their supportive role with respect to substantial post-employment primary services also provided must be clearly identified.]

RECORD OF SERVICES DOCUMENTATION REQUIREMENTS

583.13 RECORD OF SERVICES CONTENT REQUIREMENTS

If vocational rehabilitation services to family members have been provided, the record of services for the applicant or eligible individual served must include documentation:

(1) showing that the Vocational Rehabilitation Counselor (or another qualified individual employed by the state Vocational Rehabilitation Program has—

(A) determined that the individual served is an individual whose family members qualify for services, as described in section 583.02 of this chapter, and

(B) assured that the conditions and limitations for the provision of services to family members described in this chapter have been met;

(2) indicating—

(A) what specific services were provided,

(B) why the services were needed,

(C) that the services were not otherwise available,

(D) which family member or members received the services,

(E) how the services contributed substantially to the individual's achievement of his or her employment outcome,

(F) the service provider or providers utilized, and

(G) how the services provided were evaluated as meeting the vocational rehabilitation objectives of the individual's plan of services (IPE); and

(3) of all fiscal activity related to the provision of the services.

583.14 INFORMATION TECHNOLOGY SYSTEM COMPLIANCE

All required information, data, and documents must be incorporated and maintained in the record of services for the individual in a manner consistent with Indiana Rehabilitation Information System (IRIS) requirements.

[AUTHORITY: Federal regulations 34 CFR 361.12; 361.13(c); 361.45(a)(2); 361.46(a)(2); 361.48(i); 361.50(a); 361.52; 361.53; 361.54.]

* * *